

Public Affairs Office
Embassy of the United States
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October 26, 2018

Call for Proposals

U.S. Ambassadors Fund for Cultural Preservation (AFCP)-FY 2019 Small Grants Program

The U.S. Embassy in Vientiane, the Bureau of Educational and Cultural Affairs (ECA) and the Cultural Heritage Center ("the Center") of the U.S. Department of State are pleased to announce the call for project proposals for the Ambassadors Fund for Cultural Preservation (AFCP) – FY 2019 Small Grants Program

The Fund was established to help countries preserve their cultural heritage. Since its inception in 2001, the Fund has helped preserve cultural sites, practices, and objects that are historically or culturally significant in Laos and around the world.

The deadline for submitting applications to the U.S. Embassy in Vientiane is Monday, December 10, 2018, 5:00 p.m. local time in Laos (GMT+7).

AWARD INFORMATION:

- Funding Instrument Type: Grant
- Program Authorization: "Mutual Educational and Cultural Exchange Act of 1961" (P.L. 87-256 Sec 102(b)(5), as amended)
- CFDA Number: 19.025
- Floor on Amount of Individual Awards: US \$10,000 per project
- Ceiling on Amount of Individual Awards: US \$200,000 per project
- In FY 2018, awards ranged from US \$15,000 to US \$200,000.

FUNDING AREAS: The AFCP small Grants Competition supports the preservation of cultural sites, cultural objects and collections, and forms of traditional cultural expression. Appropriate activities may include:

A. In the case of cultural sites: conservation of an ancient or historic building, preservation of an archeological site, or documentation of cultural sites in a region for preservation purposes.

B. In the case of cultural objects and collections: conservation treatment for an object or collection of objects from a museum, site, or similar institution—that include, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections

C. In the case of forms of traditional cultural expression: documentation and audiovisual recording of traditional music, indigenous languages and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction

FUNDING PRIORITIES: Applications for projects that directly support one or more of the following will receive additional consideration in FY 2019:

- U.S. treaty or bilateral agreement obligations, such as cultural property agreements
- U.S. Embassy Integrated Country Strategy (ICS) goals
- Disaster risk reduction for cultural heritage in seismically active and other disaster-prone areas
- Post-disaster cultural heritage recovery
- Preservation of inscribed World Heritage sites

SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION: The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria. Posts considering preservation projects with a religious connection are encouraged to contact the Cultural Heritage Center at (202) 632-6308 or perschlermj@state.gov with any questions.

ELIGIBLE PROJECT APPLICANTS: The Center defines eligible project applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or

similar institutions and organizations, including U.S.-based organizations subject to Section 501(c)(3) of the tax code, that are registered and active in SAM.gov and able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage. Embassies must vet applicants for eligibility, suitability, and reputable performance in cultural preservation or similar activities. The Center requests that embassies determine whether any country-specific sanctions should be taken into consideration before submitting applications. Embassies must ensure the applicants are able to receive U.S. federal assistance.

APPLICATION AND SUBMISSION OF PROJECT PROPOSALS:

- For more information, please visit the Embassy Website <http://la.usembassy.gov/afcp>
- Proposals shall be submitted electronically / soft copy to the U.S. Embassy in Vientiane:

Email: AFCPLaos@state.gov
chaleunsouksx@state.gov

INELIGIBLE PROJECT APPLICANTS: AFCP does not award grants to individuals, commercial entities, or to embassies or past award recipients which have not fulfilled the objectives or reporting requirements of previous AFCP awards.

APPLICATION AND SUBMISSION INFORMATION: U.S. embassies in eligible countries shall submit completed project applications electronically on behalf of applicants through a State Department operated website. The Center cannot accept applications submitted via cable, fax, e-mail, or pouch. Embassies may submit more than one project application. The Center considers each application on its own merit.

APPLICATION CLOSING DATE: Monday, December 10, 2018, 5:00 p.m. local time in Laos (GMT+7)

APPLICATION REQUIREMENTS: Once potential implementers and projects have been selected by embassies, preferably through an open competition process, embassies must work with the applicants to obtain the items below. All documents must be submitted in English.

Project applications must include or address the following (NOTE: The list includes items required by 2 CFR 200 and State Department federal assistance regulations):

- A. Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL)
- B. Project basics, including title, project dates, and AFCP focus area
- C. Project applicant information, including contact information, DUNS Number, and SAM registration status
- D. Project location
- E. Proof of official permission to undertake the project
- F. Project purpose that summarizes the project objectives and desired results
- G. Project activities description that presents the project tasks in chronological order
- H. Project time frame or schedule that lists the major project phases and milestones with target dates for achieving them (NOTE: Applicants may propose project periods of up to 60 months [five years]; projects must begin before September 30, 2019, and conclude no later than September 30, 2024)
- I. Project participant information, specifically an estimated number of non-US and US participants and estimated number of primary and secondary participants, as well as resumes of the proposed project director and other primary project participants
- J. Statement of importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, collection, or form of traditional expression
- K. Statement of urgency indicating the severity of the situation and explaining why the project must take place now
- L. Statement of sustainability outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project
- M. Detailed project budget, demarcated in one-year budget periods (2018, 2019, 2020, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs (templates available upon request from the Center)
- N. Budget narrative explaining line by line how costs are estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and unique budget line items
- O. Attachments and supporting documents including, at a minimum and REQUIRED, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site,

object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.), any historic structure reports, conservation needs assessments, and other planning documents compiled in preparation for the proposed project

- P. Rationale for U.S. support, written by the Embassy, explaining:
1) why it is in the interests of the U.S. government to fund the project and; 2) how it relates to Integrated Country Strategy (ICS) goals, existing bilateral agreements, or other U.S. foreign policy objectives
- Q. Media and outreach plan, written by the Embassy, describing how it intends to highlight and amplify U.S. government support for AFCP programs through existing print, electronic, and social media platforms (see Section 16 below)
- R. Risk assessment, completed by the Embassy, evaluating the risks posed by applicant or project (sample templates available upon request from the Center)
- S. Monitoring plan, written by the Embassy, describing how it intends to monitor project progress and grantee performance (sample templates available upon request from the Center)
- T. Statement of assurance, completed by the Embassy (can be included in action memo or other formal documentation from Embassy), that if the award is to be signed by an embassy-based warranted Grants Officer, there is capacity to sign and manage the award for the duration of the project; the Embassy must document the: 1) Warranted Grants Officer who will execute the award, and 2) Certified Grants Officer Representative responsible for managing the award during the period of performance (as applicable)
- U. Embassy Front Office (FO) clearance

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS: AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- A. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.)
- C. Preservation of hominid or human remains
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)

- E. Preservation of published materials available elsewhere (books, periodicals, etc.)
- F. Development of curricula or educational materials for classroom use
- G. Archaeological excavations or exploratory surveys for research purposes
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project
- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example)
- K. Commissions of new works of art or architecture for commemorative or economic development purposes
- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist
- N. Relocation of cultural sites from one physical location to another
- O. Removal of cultural objects or elements of cultural sites from the country for any reason
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies
- R. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns
- T. Contingency, unforeseen, or miscellaneous costs or fees
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer
- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project
- W. Travel or study outside the host country for professional development
- X. Individual projects costing less than \$10,000
- Y. Independent U.S. projects overseas

COST SHARING AND OTHER FORMS OF COST PARTICIPATION:

There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of

cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

DUNS NUMBER AND SAM REGISTRATION: Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting applications. NOTE: This process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free: <https://www.sam.gov/portal/public/SAM/>

APPLICATION SCREENING CRITERIA: The Center will first screen all applications for technical eligibility based on the objectives, priorities, requirements, ineligible activities, and unallowable costs contained in this funding opportunity. The Center may deem applications ineligible if they do not fully adhere to the criteria stated herein.

APPLICATION RATING CRITERIA: The Center will rate all technically eligible applications using the following point-based system:

- A. Purpose and Summary, Description, Time Frame, Importance: 25 points max
- B. Urgency: 15 points max
- C. Sustainability: 10 points max
- D. Rationale for U.S. Support: 15 points max
- E. Media and Outreach Plan: 10 points max
- F. Budget and Budget Narrative: 15 points max
- G. Supporting Materials: 10 points max

Once the Center has completed its screening and rating, it will forward the technically eligible and favorably rated applications to the Public Diplomacy sections in the respective regional bureaus in the State Department for ranking. Once the regional bureaus rank the applications, the Center will convene a panel to recommend applications for funding. ECA will submit a comprehensive funding recommendation to the

Department's Bureau of Budget and Planning (BP) and request that BP make funds available to the embassies through the Department's regional bureaus for the recommended AFCP projects.

PERIOD OF PERFORMANCE OF AFCP 2019 GRANTS: The period of performance begins upon the Grants Officer's signature and the awardee's countersignature on a Notice of Award. A Notice of Award notifies an award recipient that an award has been made and that funds are available for use during the specified award period. Failure to produce a complete Notice of Award package may result in the nullification of the award.

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS: Notices of Award for AFCP projects incorporate terms and conditions subject to OMB Uniform Guidance (2 CFR 200): Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.). All applicants should familiarize themselves with these requirements. Other requirements and guidance will appear as program-specific provisions or be incorporated by reference in the Notice of Award.

PERFORMANCE AND DELIVERABLES: AFCP 2019 award recipients must submit performance progress, federal financial status reports, and final reports on time as specified in the Notice of Award. ECA encourages embassies to document AFCP milestones via cable and in the Mission Activity Tracker. The Center will compile this information in a report to Congress and in a published annual report of completed projects.

DISCLAIMER: Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP program or the U.S. government. The Center reserves the right to waive program formalities and to reduce, revise, or increase application budgets in accordance with the needs of the program and the availability of funds.